

**BY ORDER OF THE COMMANDER
482D FIGHTER WING**

482D FIGHTER WING INSTRUCTION 21-139

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Maintenance

**INSPECTION AND CERTIFICATION OF
EXPLOSIVE RESIDUE AND
CERTIFICATION OF INERT CONTAINERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This 482d Fighter Wing Instruction (482 FWI) tailors safe and uniform procedures governing the inspection of explosive residue generated from explosive items and certification of empty containers prior to turn-in for shipment. It applies to all units, users, and individuals that are Munitions Custodians of the 482d Maintenance Squadron (482 MXS), Munitions Flight (MXMW). The Munitions Accountable Systems Officer (MASO) Non Commissioned Officer In Charge (NCOIC) Munitions Section, and the Munitions Inspection Unit, will ensure compliance with this instruction and referenced publications. This instruction implements Air Force Manual (AFMAN) 91-201, *Explosive Safety Standards*, Air Force Instruction (AFI) 21-201, *Management and Maintenance of Non-nuclear Munitions*, Department of Defense (DoD) 4160.21-M-1, *Defense Demilitarization Manual*, Technical Order. (TO) 11A-1-60 and Air Force Reserve Command Supplement 1 (AFRC Sup 1), *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*, TO 11A-1-10, *Munitions Surveillance Program and Serviceability Procedures* and TO are applicable to item being inspected. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

Requirements: Explosive limits are posted at each operating location and shall NOT be exceeded during the Certification Process. Personnel limits are posted at each operating location and shall NOT be exceeded during the Certification Process. Authorized Certification Locations

are building 248 Maintenance Bays, building 251 Maintenance Bays, and 2287 (MAC Pad). Whenever a Certification Operation requires the use of material handling equipment or personnel, protective clothing, the appropriate directives and operating standards shall be on hand and followed to ensure that the operation is safe.

Note: Due to the possible lead contamination of residue bioenvironmental has determined that when inspecting expended or spent shell casings and or chaff/flare canisters and impulse cartridges that Nitrile gloves shall be used.

In the event of an emergency: Initiate emergency procedures established during the pre-operation crew brief (refer to crew book). Contact Munitions Control in the event of an unknown or suspect condition.

1. Munitions Custodians Responsibilities.

1.1. Munitions Custodians shall:

1.1.1. Be designated by AF Form 68, Part III, *Munitions Authorization Record*, and are the ONLY authorized individuals to turn-in residue for their munition account.

1.1.2. Segregate residue in separate containers, i.e. 5.56 caliber in one container, 9 millimeters (mm) in another container.

1.1.3. Ensure that no live munitions are mixed with munitions residue. Ensure that return containers are free of live munitions.

1.1.4. Ensure residue in their possession is secured at all times (i.e. paper seals, locks, mechanical devices, etc.). These means should provide any evidence of tampering by unauthorized personnel. Limit access of the containers to account custodians if possible.

1.1.5. Prepare expenditure documentation AF Form 4331, *Munitions Transaction Sheet*

1.1.6. Process munitions residue turn-in annotate AF Form 4331 with the quantity reflected in pounds of scrap for each type.

1.1.6.1. The turn-in documentation will be processed in conjunction with the item turn in.

1.1.7. Munitions custodians will also prepare turn-in documentation AF Form 4331 for reusable munitions containers when the munitions have been expended.

1.2. Upon completion of applicable documentation the custodian shall:

1.2.1. Contact munitions inspection/control to schedule an appointment with the inspection and munitions operations sections for munitions residue and container turn-in.

1.2.2. Munitions custodians shall be present during the munitions residue processing accomplished by certified munitions inspectors.

1.2.3. Process expenditure/turn-in documentation through munitions operation. All munitions turn-in (i.e. residue, empty containers, non-serviceable assets and Due In From Maintenance (DIFM)) will normally be accomplished on Friday by appointment.

2. Munitions Flight Responsibilities.

2.1. Munitions Flight Chief will furnish Defense Reutilization and Marketing Office (DRMO) facility with a list of qualified munitions inspectors in writing, which shall include the name, rank and specimen signature of each listed inspector.

2.2. Munitions Flight Chief shall ensure that only **CERTIFIED MUNITIONS INSPECTORS** are authorized to certify and process any munitions residue, to include small arms brass or empty munitions containers generated.

2.3. Munitions section supervision shall periodically review the inspection unit to ensure safety and security of munitions residue is maintained at all times.

2.4. Munitions Operations shall ensure that supply point custodians are properly briefed and trained in accordance with AFI 21-201. Documentation of this training will be provided by signing the AF Form 68, *Munitions Authorization Record*, and filed in the applicable supply point folder. Munitions Operations will provide this briefing and training annually.

2.5. Munitions Control will coordinate custody requests for turn-ins.

3. Munitions Inspectors Responsibilities.

3.1. Munitions Inspectors shall:

3.1.1. Inspect incoming munitions residue.

3.1.1.1. Accept the munitions residue or containers from the munitions custodian and inspect for and remove '**LIVE**' munitions from residue. This residue shall be treated the same as original munitions for hazard class/division until certified empty.

3.1.2. Initiate munitions residue-certifying procedure.

3.1.2.1. Ensure that a 100% inspection of all munitions residue and containers is performed prior to certification.

3.1.2.2. Perform all applicable requirements outlined in TO 11A-1-60 and TO 11A-1-10.

3.1.2.3. Segregate and store munitions residue in separate containers.

3.1.2.4. Secure munitions residue in their possession at all times (i.e. paper seals, locks, mechanical devices, etc.). These means should provide any evidence of tampering by unauthorized personnel. Limit access to certified munitions inspectors.

3.1.2.5. Evidence of tampering will require 100 percent re-inspection of affected container.

4. Procedures for discovery of live munitions during the certification process.

4.1. The munitions inspector shall:

4.1.1. Determine whether munitions certification process can continue safely or cease the operation and initiate appropriate emergency checklist.

4.1.2. If operation is safe to continue, the inspector shall segregate the '**LIVE**' item from munitions residue and continue the certifying process.

4.1.3. The '**LIVE**' item shall be identified to ensure proper accountability of munitions assets and returned to the authorized custodian.

4.1.4. If questionable circumstances arise as to the origin of 'LIVE' assets, the MASO shall be notified immediately.

4.1.5. The munitions inspector shall ensure the custodian corrects expenditure/turn-in documentation to reflect accurate quantities. "NO" corrections are to be made to documents. Documents that require corrections shall be re-accomplished.

4.2. MASO shall:

4.2.1. Upon notification of questionable assets, determine further actions to be taken (i.e. special inventory, 'freeze' supply point account, retrain custodians).

5. Preparation of Munitions Residue and/or Containers to DRMO.

5.1. Munitions inspection unit shall:

5.1.1. Obtain a document control number from Munitions Operations for turn-in to DRMO.

5.1.2. Initiate DD Form 1348-1A(s), *Issue Release/Receipt Document*, for DRMO turn-ins.

5.1.3. Document DD Form 1348-1A(s) with required information.

5.1.4. Weigh and properly mark all containers IAW DOD 4160.21-M-1 for certification to DRMO.

5.1.5. Deliver documentation and certified munitions residue to supply for delivery to DRMO.

5.1.6. Return a copy of the completed DD Form 1348-1A(s) to Munitions Operations.

5.2. Munitions Operations shall:

5.2.1. Keep a copy of the completed DD Form 1348-1A's in document control.

5.2.2. All DD Form 1348-1A's for munitions residue operations will be retained for a minimum of two years.

6. DRMO acceptance of munitions residue and/or containers.

6.1. DRMO representative shall verify DD Form 1348-1A(s) for:

6.1.1. Item National Stock Number (NSN) or applicable identification codes.

6.1.2. Weight and/or quantity.

6.1.3. Document number.

6.1.4. Item nomenclature/description.

6.1.5. Disposal Authority Code.

6.1.6. Demilitarization Code.

6.1.7. Condition Code.

6.1.8. Unit Price.

6.1.9. Item Nomenclature/description.

6.1.10. Ship from / Ship to address.

6.1.11. Munitions inspector's certification and signature and ensure individuals are authorized to certify munitions residue.

6.1.12. Demilitarization certificate for proper appendix and item number IAW DOD 4160-21-M-1.

6.2. DRMO representative shall sign for munitions residue and assume all responsibility for securing the material IAW DRMO instructions.

6.2.1. Residue containers turned in and opened by DRMO personnel to verify contents while the Munitions Inspector is present will be resealed by the inspector. If opened by DRMO personnel after the Munitions Inspector has left, resealing, security and accountability is the responsibility of DRMO personnel.

7. Local procedure for discovery of explosive items at DRMO on Homestead Air Reserve Base (HARB).

7.1. Upon discovery of an explosive item at DRMO, DRMO representative shall:

7.1.1. Immediately secure the area around the item.

7.1.1.1. Notify munitions inspection section at extension 415-7463 with descriptive data of the item.

7.1.1.2. If a munitions inspector cannot be contacted, DRMO will contact munitions control at extension 415-7462. **Note:** If at any time after the discovery of an explosive item at DRMO a questionable circumstance, such as **items believed to be unsafe to handle, immediately notify the 482 FW Command Post (482 FW/CP) who shall initiate the appropriate quick action checklist.**

7.1.2.1. Obtain as much information as possible to the origin of the explosive item.

7.1.2.2. Initiate emergency notification procedures and emergency action checklist if required.

7.1.2.3. Notify munitions Control.

7.1.3. Munitions Control shall:

7.1.3.1. Initiate their applicable emergency action checklist.

7.1.4. The MASO shall:

7.1.4.1. Perform an investigation of all applicable documentation.

7.1.4.2. Determine cause and required corrective action to be taken.

7.1.4.3. Notify 482 FW Safety Office (482 FW/SE) of results of investigation and corrective action.

7.1.5. The 482 FW/SE will:

7.1.5.1. Review the investigation findings and concur with the corrective action.

7.1.5.2. Notify Headquarters (HQ) AFRC/Weapons Safety (SEW) and Munitions (LGMW) of the results using the special situation report format.

8. Procedures for retaining credit from the sale of recyclable munitions residue.**8.1. Munitions inspection unit shall:**

8.1.1. Coordinate all DD-1348-1A(s) that is accompanying expended munitions transactions with the recycling office prior to transfer to DRMO.

8.1.2. Provide the recycling office with a copy of DD 1348-1A identifying the weight and type of material transferred to DRMO.

9. 482 Wing focal point for the munitions residue and reusable container program:

9.1. The 482 FW focal point is the Munitions Inspection Section, which anyone can contact with problems, questions and/or concerns relating to 482 FW Munitions Residue Program.

9.2. The 482 Munitions Inspection Section is located in building 251, extension 786-415-7463 with work hours of 0700-1500 Monday-Friday.

10. 482 Munitions Flight Technical Advisors for the munitions residue and reusable container program.

10.1. Technical advisors will assist all munitions custodians with the necessary corrective actions and information to safely execute this instruction.

10.2. Technical advisors are located in building 251, Munitions Inspection Section, extension (786) 415-7463, DSN 535-7463 with work hours of 0700-1500. All munitions turn-in (i.e. residue, empty containers, non-serviceable assets and Due In From Maintenance (DIFM) will normally be accomplished on Friday by appointment.

11. Non Custody accounts.

11.1. Non custody accounts shall follow the procedures identified in the instruction with the exception of paragraph 1.1.1.

DONALD R. LINDBERG, Col, USAFR
Commander, 482d Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 91-201, *Explosive Safety Standards*, 12 January 2011

AFI 21-201, *Management and Maintenance of Non-nuclear Munitions*, 25 February 2011

DOD 4160.21-M-1 *Defense Demilitarization Manual Change 1*, 14 Feb1995

TO 11A-1-60 and AFRC Supplement 1, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*, 17 Feb 2009

TO 11A-1-10, *Munitions Surveillance Program and Serviceability Procedures*, 7 July 2010

Adopted Forms

AF Form 673, *Air Force Publication/Form Action Request*

AF Form 68, Part III, *Munitions Authorization Record*

AF Form 847, *Recommendation for Change of Publication*

AF IMT 4331, *Munitions Transaction Sheet*

DD Form 1348-1A(s), *Issue Release/Receipt Document*

DD Form 1131, *Cash Collection Voucher*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

CC—Commander

DIFM—Due In From Maintenance

DRMO—Defense Reutilization and Marketing Office

e-Publishing—the e-publishing website (www.e-publishing.af.mil)

FW—Fighter Wing

HQ AFRC/SEW—Headquarter Air Force Reserve Command/Safety

HQ AFRC/LGMW—Headquarter Air Force Reserve Command/Munitions

IAW—In Accordance With

IMDS—Integrated Maintenance Data System

MASO—Munitions Accountable Systems Officer (MASO)

MXG—Maintenance Group

NCOIC—Non-Commissioned Officer In Charge

NSN—National Stock Number

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TO—Technical Order

USAF—United States Air Force